



Student Administration

Wilhelmstraße 19  
72074 Tübingen

**Application for refund  
of tuition fee / administration fee**

Postmarked:

**Refund of student services fee and student union fee upon termination of enrollment:**

Please note that a refund of student services fee and student union fee paid for the Studierendenwerk Tübingen-Hohenheim (<http://www.my-stuwe.de/geld/finanzierung/>) or the Verfasste Studierendenschaft (<http://www.stura-tuebingen.de/stura1/2014/10/rueckerstattung-des-vs-beitrags/>) must be applied for separately.

Student ID no.:		<input type="checkbox"/> Ms	<input type="checkbox"/> Mr
Family name:		First name:	
Street, no.:		Postcode, town:	
Email*:		Phone*:	

(\* not compulsory but helpful for processing your application)

I hereby apply for a refund of the fee which I have already paid to the University of Tübingen (see below) for  summer semester \_\_\_\_\_  winter semester \_\_\_\_\_

<input type="checkbox"/> <b>Tuition fee (1.500,- € or 650,- €)</b>  for the following reason (please mark relevant box with an x):  <input type="checkbox"/> Exemption from / Exception of tuition fee  <input type="checkbox"/> Termination of enrollment <u>within one month of the start of the lecture period</u>  <input type="checkbox"/> Leave of absence (i.e. application for leave of absence lodged with University of Tübingen <u>before</u> the start of the lecture period)	<input type="checkbox"/> <b>Administration fee (70,- €)</b>  for the following reason (please mark relevant box with an x):  <input type="checkbox"/> Exemption from administration fee  <input type="checkbox"/> Termination of enrollment <u>within one month of the start of the lecture period</u>
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Bank details for refund	
Name of bank:	
IBAN:	
Account holder (if different from applicant):	

Place, date:	Signature:

Bearbeitungsvermerk der Studierendenabteilung:	Rückzahlung: <input type="checkbox"/> WiSe _____ <input type="checkbox"/> SoSe _____
<input type="checkbox"/> Befreiung / Ausnahme Studiengebühr _____ (Semester)	<input type="checkbox"/> 1.500,- € Studiengebühr Internat. Studierende
<input type="checkbox"/> Befreiung Verwaltungskostenbeitrag _____ (Semester)	<input type="checkbox"/> 650,- € Studiengebühr Zweitstudium
<input type="checkbox"/> Exmatrikulation zum _____ (Datum)	<input type="checkbox"/> 70,- € Verwaltungskostenbeitrag
<input type="checkbox"/> Urlaubsantrag: Eingang am _____ (Datum)	<input type="checkbox"/> SOS erfasst <input type="checkbox"/> Statistik
Datum, Unterschrift:	